16.8 Tip Sheet: How do I use a prompt list and why would I want to?
by Robert L. Taylor

A prompt list can be used to enter data into GWSI. The prompt list is user-defined and is best used for repetitive data entry such as water levels. The prompt list will query for only those fields included in the prompt list file. This tip sheet includes the basic steps needed to create and use a prompt list. The example used in this tip sheet is for entering water-level data. For more information on creating and using a prompt list file, please refer to *Section 4.3.1* of the GWSI User's Manual. Setting up a prompt list will streamline the data entry process by only including those fields that will be populated during data entry. Remember that all mandatory fields must be included.

❖ To create a prompt list file, you can begin by selecting **1: Query Entry** or **2: Screen Entry** from the main GWSI menu.

❖ At the following prompt enter **Y** to indicate you would like to use or create a prompt list.

> Do You Want to Use a Prompt List? **Y**

❖ At the next query enter a new filename for the prompt list you are creating. It is helpful if the filename relates to the function of the prompt list you are creating.

> Select Prompt List to Use or Create (A): **waterlev.prompt**

❖ For a new prompt list the following query and message will appear:

> Do You Want to Try Another One? Y
>
> *****File Does Not Exist*****

❖ At this prompt enter **N** to create a new prompt list; then enter another **Y** to create the new file.

❖ The next query will ask if you want to include any fields for General Site Data. For this example we are setting up a prompt list for entering water levels so the answer to this query is **N**. The same is true for Construction Data, Miscellaneous Data, Discharge data, etc.

> Do You want to prompt for General Site data (Y,N,A,Q): **N**

❖ The only prompt you should answer Y to is the following:

> Do You want to prompt for Water-Level data (Y,N,A,Q):**Y**

❖ The valid entries for this query are: **Y – Yes** - you will be allowed to select the specific fields within the General Site Data group to include in the prompt list; **N – No -** the entire section of General Site Data will be excluded from the prompt list; **A – Add –** a prompt for this field will only appear if data has never been added to this field. ; **Q – Quit** – will end the prompt list entry program.

❖ When setting up a prompt list for water levels, the following 11 prompts are available for set up:

> Do You want to prompt for Water Level from LSD (Y,N,A,Q): **Y**
>
> Do You want to prompt for Water Level from MP (Y,N,A,Q): **Y**
>
> Do You want to prompt for Water Level from Sea Level (Y,N,A,Q): **Y**
>
> Do You want to prompt for Status (Y,N,A,Q): **Y**
>
> Do You want to prompt for Method of Measurement (Y,N,A,Q): **Y**
>
> Do You want to prompt for Reference (Y,N,A,Q): **Y**
>
> Do You want to prompt for Accuracy (Y,N,A,Q): **Y**
>
> Do You want to prompt for Source (Y,N,A,Q): **Y**
>
> Do You want to prompt for Party ID (Y,N,A,Q): **Y**
>
> Do You want to prompt for Source Agency (Y,N,A,Q): **Y**
>
> Do You want to prompt for Web-ready Flag (Y,N,A,Q): **Y**

❖ If you do not want data entered for any of the above non-mandatory fields the response should be an '**N**'.

❖ Once all the queries have been answered, the prompt list that you created can be used immediately to enter data, or you can exit the program and use the prompt list at another time.

❖ To use a prompt list created in a previous session, enter the name of the existing prompt list file at the following prompt:

> Select Prompt List to Use or Create (A): **waterlev.prompt**

❖ At the end of entering data for one site, the following query will appear. If you answer **Y** you can use the same prompt list for additional sites:

> Another Site? (Y or N): **Y**

❖ After you have entered all data for all sites, you will have created an input file that can be processed into the database. For instructions about how to complete this step refer to *Chapter 6* and *Chapter 7* of the GWSI User's Manual or consult with your local GWSI DBA.